

## **Procedures for Reviewing**

### **Form TC-34D**

**Purpose** – The Training Subcommittee of the ETSC should strive to encourage valuable training and work with vendors to help them meet the approval requirements. This will help facilitate the availability of reimbursable training statewide.

**Authority** - The subcommittee has been given the authority by ETSC to recommend approval of training courses eligible for reimbursement from the ETSC Training Fund.

**Initial Receipt of Requests** – When a request for approval of a course is received by ETSC (through MCOLES), it will be forwarded to the Training Subcommittee. The request will be categorized as either

- Basic/Operational Training OR
- Management/Supervision Training

Two groups within the Subcommittee have been established – one group will review the basic training requests and the other will review the management training requests.

**Review Process** –

Ensure that Form TC-34D is thoroughly completed and that all appropriate attachments are included. Special attention should be focused on –

1. Item 6 – Instructors. Are they qualified to teach dispatch personnel? Do they have not only content expertise but also abilities to teach? What proof is there of that?
2. Item 18 – What is the need for this course? Does it really relate to what is needed in the field, especially in the first couple of years of this process?
3. Item 21 - Syllabus/Outline. Are all the materials there?
4. Item 22 – Performance Objectives. Realistic? Appropriate?
5. Course Content – Look carefully at the critical areas that could involve lives, property, and liability. If something doesn't look right the subcommittee should work with the vendor to ensure understanding of the concepts.

**Approval** – If the Training Subcommittee recommends the approval of the course request, the vendor will be notified by MCOLES and MCOLES will register the course.

**Disapproval** – If the Training Subcommittee recommends disapproval of the course request, the vendor will be notified by MCOLES. If a vendor appeals the decision, the first appeal will be heard at the Training Subcommittee level. If there is a second disapproval, then the vendor can appeal to the full MCOLES.